

JUDICIAL BRANCH CERTIFICATION COMMISSION RENEWING CERTIFIED GUARDIAN APPLICANT CHECKLIST

Have you met the continuing education requirements?

- ☐ 12 hours of continuing education, completed during your two-year certification period, including 2 hours of ethics and 1 hour of legislative update
 - if more than 12 hours were earned in the the previous certification period, up to 4 hours can carry forward; ethics and legislative update hours must be earned in each certification period
- ☐ all courses, seminars, conferences, etc. have been approved by the JBCC
- ☐ verification of attendance at each activity

Criminal history record search

- ☐ updated criminal history record will be requested by JBCC staff upon receipt of complete application form and payment of required fees
 - new fingerprints are not required

Is your application form complete?

- ☐ mailing and business contact information is provided
- ☐ no spaces have been left blank
- ☐ continuing education documentation/verification of attendance is included
- ☐ application is signed

Did you include payment with your application?

Check all that apply; most applicants will pay \$54.75 (application fee plus cost of new criminal history report).

- ☐ \$25.00 application fee; must be submitted with your complete application form
- ☐ \$29.75 for a new criminal history report
- ☐ \$75.00 late fee, if required; see below

Is a late fee required?

- ☐ Application is not complete as of your certification expiration date.

Please Note:

- Payment must be submitted with your renewal application form.
- Renewal applications should be submitted 45 days before you expiration date to avoid a lapse in certification.
- You may submit your renewal application before you have completed your required continuing education hours. Note on the application form when you intend to complete the missing hours, and submit verification(s) of attendance after completion of the activity.
- Renewal applications must be received on or before the expiration of your certification. If your application is not complete as of your certification expiration date, the late fee is due as noted above.